

A meeting of the **Troy Youth Council (TYC)** was held on Wednesday, May 28, 2003 at 7:00 P.M., at City Hall in the Lower Level Conference Room. The meeting was called to order at 7:02 p.m.

MEMBERS PRESENT: Emily Burns
Allister Chang
Chris Cheng (arrived 7:45)
Min Chong
Juliana D'Amico
Raymond Deng (arrived 7:15)
Monika Govindaraj
Eric Gregory
Catherine Herzog
Maniesh Joshi
Andrew Kalinowski
Christina Krokosky (arrived 7:47)
Matthew Michrina
David Vennettilli
Manessa Shaw
YuJing Wang
Fred Wong

MEMBERS ABSENT: Ryan Chandonnet
Omar Hakim
Brian Rider

ALSO PRESENT: Lori Grigg-Bluhm, City Attorney
Laura Fitzpatrick, Assistant to the City Manager

1. **Roll Call**
2. **Minutes**

Resolution # 03-05

Moved by Gregory
Seconded by Chong

RESOLVED, that the minutes of the April 23, 2003 meeting be approved.

Yeas: All – 14
No: None
Absent: Chandonnet, Cheng, Deng, Hakim, Krokosky, Michrina,
Rider

3. City & Other Information

- *Skate Park Fund Raiser (flyer)*
- *Family Aquatic Center (flyer)*
- *Troy Daze (flyer)*
- *TYC Press: Troy Today & Detroit News (2 clippings)*

- *Municipal Web Sites (Free Press clipping)*
- *Resignation of Fred Wong pending appointment to Troy Downtown Development Authority (DDA)*

4. Bylaws Adoption/Discussion, including:

- attendance policy & letter of understanding
- responsible to check email regularly to stay informed
- renewal policy (application)

Resolution # 03-05

Moved by Gregory

Seconded by Chong

RESOLVED, that the Bylaws and Operational Guidelines of the Troy Youth Council are hereby approved, a copy of which shall be attached to the original minutes of this meeting.

Yeas: All – 14

No: None

Absent: Chandonnet, Cheng, Deng, Hakim, Krokosky, Michrina,
Rider

5. Logo Adoption – The TYC voted on two logos; the adopted version shall be attached to the original minutes of this meeting.

6. Review of First Year of TYC & Ideas for the Future – this discussion may be continued at a later date, comments include:

- ✓ The TYC wants its voice heard more. People do not know about the TYC.
- ✓ Booth at Troy Daze – Emily Burns to investigate
- ✓ Were not included in the Teen Room Opening; We want to be invited to the Skate Park Opening
- ✓ More visitors from the outside
- ✓ Speakers – will look into scheduling some from the Police Department

Resolution # 03-06

Moved by Chong

Seconded by Kalinowski

RESOLVED, That the Troy Youth Council hereby requests that City Council approve taping of Youth Council monthly meetings so that they may be televised.

Moved by Chong

Seconded by Kalinowski

Yays: All - 17

Nays: None

Absent: Chandonnet, Hakim, Rider

7. **Guest Speaker:** Lori Grigg-Bluhm, City Attorney
Topic: the Legal Profession and Municipal Law, in honor of Law Day (May 1st)
8. **Suggestions for Future Agendas** – see #6 above
9. **PUBLIC COMMENT**

Reminder Next Meeting: **June 18th** 7:00 P.M.
Tentative Location: Community Center – watch email for confirmation.

The meeting adjourned at 8:39 p.m.

Laura Fitzpatrick, Assistant to the City Manager

TROY YOUTH COUNCIL

BYLAWS and OPERATIONAL GUIDELINES

The Mission of the Troy Youth Council is to provide Troy's youth with a voice in local government.

The Purpose of the Troy Youth Council is:

- a) To advise City Council on issues relative to the youth of Troy.
- b) To serve as youth ambassadors for the City of Troy.
- c) To encourage and promote the education of youth regarding city government and citizen participation.

Meetings

Regular meetings of the Troy Youth Council (TYC) shall be held on the 4th Wednesday of each month.* Meetings will begin at 7PM and adjourn by 8:30PM. Meetings may be extended thirty minutes by a majority vote of the TYC. Special meetings may be called by a vote of the group.

*Exceptions may be made and meetings not falling on the 4th Wednesday will be scheduled and publicized in advance (November & December due to holidays; and February & April due to school recesses). Additionally, a break in the monthly meetings may occur in the summer. This will be decided in advance by a vote of the TYC.

A majority of the membership of the TYC shall constitute a quorum and the number of votes necessary to transact business shall be a vote comprising a majority of the entire membership of the TYC.

Membership

The Troy Youth Council will consist of 20 members at the high school level (freshmen or older).

Each TYC member shall be selected to serve a period of twelve months (in most cases, a term of one school year plus one summer). Members will be chosen based upon successful completion of the application and appointment by City Council. Incumbent members may choose to serve additional terms, up until graduation from High School. Incumbent members wishing to renew their term must submit this request by July 1st by completing the term renewal application.

Email:

Email is the primary method of disseminating information from the Staff Liaison to TYC members. Important information about TYC meetings and events will be shared via email. Additionally, as youth ambassadors for the City, the TYC will regularly be kept informed about City news and events. Such information will be shared at monthly meetings as well via email (in between meetings).*

TYC members are responsible for getting an email account and checking it regularly. If a member does not have email access at home, s/he is expected to secure a free web-based email account (such as yahoo or hotmail). This account can be checked from public computer terminals at school or the City library. If a TYC member is unable to access email, they are expected to contact the City staff liaison or another TYC member to receive updated information.

Note: If a member's email address is out of order due to exceeding space quota, s/he should take steps to create space, or get a new free web based email account so that s/he can receive TYC information in a timely manner.

* TYC members should refrain from engaging in group dialogue over email re: agenda items (i.e. by using the "reply all" feature). Such electronic dialogue may violate the Open Meetings Act. Dialogue among the group as a whole is to take place at the monthly public meetings.

Resignations: Per Sect 6.5 of the City Charter, resignations of members of boards or commissions shall be made in writing and filed with the clerk. Should a TYC members wish to resign before their term is expired, a written resignation shall be submitted to the TYC staff liaison, who will forward it to the clerk.

Attendance

"4-3-2" Rule

<i># Meetings Missed</i>	<i>Consequence</i>
2 unexcused*	Forfeit option to renew seat on TYC.
3 consecutive	Forfeit option to renew seat on TYC.
4 total	Forfeit option to renew seat on TYC.

*An absence is excused if TYC member notifies the City staff liaison via phone, email, or voicemail by 6PM the day of the meeting. Providing a reason [for the absence] is not necessary. At the beginning of each meeting, the Staff liaison will provide the co-secretaries with a list of absences to be excused. Per City Charter, a motion must be made to excuse absent members.

An attendance report will be provided to the TYC at each meeting. This report will summarize year-to-date attendance numbers. It is the responsibility of the TYC members to police each other, putting pressure on members who miss meetings.

Letter of Understanding

Each TYC member will sign a letter of understanding. This letter will outline attendance requirements, the meeting schedule for 12 months, and the responsibility of TYC members to check email regularly. This letter will be signed at the first meeting.

Officers

The governing body of the Troy Youth Council will include rotating co-chairpersons and rotating co-secretaries. Rotations will be 3 meetings. These positions will be determined at the beginning of terms (August).

Co-Chair – Chairs will lead meetings, paying attention to the agenda topics and time frames. Meetings will be conducted according to parliamentary procedure. It is the responsibility of the co-chair to recognize those wishing to speak and to ensure that those who wish to speak have an opportunity to do so.

Co-Secretary – This position will record all meeting minutes for a period three (3) meetings. This activity includes but is not limited to taking roll and recording minutes of the meeting. Co-secretaries are expected to share these duties.

Conduct

Each TYC member must conduct himself or herself in a positive, friendly, and law-abiding manner at all times. Meetings will be conducted according to parliamentary procedure.

Bylaws Review

The Bylaws of the TYC shall be reviewed once each year. The Bylaws may be changed by a 2/3 majority vote of the entire membership. For purposes of revision in the first 18 months, the Bylaws will remain open for review through August 2003.